



Georgia Department of
Corrections
Name of Facility/Center
Address of Facility/Center

SOP 104.18
Attachment 2
10/13/20

SAMPLE
Rejection of Applicant – Felony Conviction

[Note: While this sample letter is for applicants for P.O.S.T. certified positions, the hire of ANY applicant with a felony conviction for other GDC positions would require approval of the Commissioner.]

Date

Applicant's Name
Address
City, State, Zip Code

Dear _____ :

On ____ (date) you signed a consent form allowing us to conduct a Criminal History check.

As a condition of employment as a law enforcement Officer with the Georgia Department of Corrections, you must be certified with the Georgia Peace Officers Standards and Training Council (P.O.S.T.). One of the P.O.S.T. Council pre-employment requirements is that an applicant has not been convicted of a felony.

Our inquiry into the records of GCIC/NCIC revealed the following criminal violation(s), which resulted in a conviction:

<u>Charge</u>	<u>Date</u>	<u>Disposition</u>	<u>Location</u>
Forgery	12-01-2001	Convicted (12 Months Probation)	_____ County Sheriff Dept.

This conviction makes you ineligible for immediate hiring or training as a Correctional Officer with the Georgia Department of Corrections. Therefore, no further consideration will be given to your application for employment at _____ (facility/center).

Sincerely,

Name
Title (Appointing Authority)

cc: Director, Human Resources
(Appropriate) Division Director

Retention Schedule: Upon completion, this form shall be retained for two (2) years in the applicant's selection packet.